



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

LABOR RELATIONS MANAGER I

Department of Industrial Relations
Division of Administration
Personnel Office/Labor Relations Unit

Full Time/Limited-Term (24-Month)* Position

**Position may become Full Time / Permanent at a later date.*

Position: Labor Relations Manager I
Salary: \$6,173.00 - \$6,808.00
Location: 801 K Street
Sacramento, CA 95814

Duties: Under the direction of the Personnel Officer, develops and directs the employment relations program of the Department of Industrial Relations; establishes and maintains consistent policies and standards in the labor relations program throughout the department; serves as a resource to top management on employee relations matters performing the following duties: Develops statewide departmental labor relations policies; oversees and coordinates departmental policy implementation through Department of Personnel Administration (DPA) and union meet and confer process; provides overall direction on grievance and complaint resolution in the department; consults with and advises departmental and program management staff on current employee relations matters. Represents the department in collective bargaining negotiations; represents department positions and coordinates responses to Unfair Labor Practice charges adjudicated by the Public Employment Relations Board; oversees preparation of grievance arbitration cases and coordinates presentation of cases with Department of Personnel Administration legal staff. Supervises, trains, evaluates, and assists subordinate Labor Relations staff; assigns routine work and special projects to staff and reviews finished product for accuracy and adequacy; develops technical expertise and decision-making skills of subordinate staff. Provides functional guidance on labor relations issues to classification and pay analysts. Trains supervisors and managers on various aspects of the collective bargaining agreements; counsels and recommends alternatives to department employees at all levels regarding problems they have encountered in the work setting. Performs special assignments for the Director or Deputy Directors, Chief of Administration, or other top management staff; prepares correspondence of sensitive matters for signature of the Director or other management staff; analyzes pending legislation which impacts the State employees and/or the State's labor unions program; and, performs other duties as required.

SROA and Surplus Employees will be given first consideration and are encouraged to apply.

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending a completed State application (Form STD 678) to:

Department of Industrial Relations
Personnel/Admin
P.O. Box 420603
San Francisco, CA 94142-0603
Attention: Vickie Goodwin
(415) 703-4385 CALNET 593-4385

Applications accepted until **July 10, 2008**, or until position filled.
Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.